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# **MONTHLY TECHNICAL PROGRESS REPORT**

**for the period**

**December 1 – December 31, 2009**

**Submitted  
to**

**U.S. Environmental Protection Agency  
75 Hawthorne Street  
San Francisco, CA 94105  
Attn: Elaine Chan,  
Task Order Assignment Manager**

**Under Contract EP-R9-06-03**

**Submitted  
by**



**GRB Environmental Services, Inc.**

Consulting Environmental Engineers and Scientists

One Penn Plaza – 25<sup>th</sup> Floor • New York, New York 10119

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**EPA Contract No. EP-R9-06-03**  
**Superfund Records Center Management Services, Region 9**

**Monthly Report**  
**December 2009**

**TOAM: Elaine Chan**  
**PM: Anne Bonham**

**I. TASK ACCOMPLISHMENTS**

**Task 1: Project Management**

**1.1 Manage the Contract**

The monthly report was submitted to the TOAM on December 7.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment report were all submitted to the TOAM on December 15.

The Records Center Performance Measurements Reports were submitted to the TOAM on December 7.

A RMS V updated the *Records Center Scanning Department Procedures Manual* on December 10 and submitted it to the TOAM.

A RMS V updated the *Records Center Procedures and Policies Manual* (in ExpressLink) on December 10 and notified the TOAM.

A RMS IV completed the *Procedures Manual for the Deletion of Records in SDMS* on December 3 and submitted it to the TOAM.

**Future Activities**

Staff will deliver monthly technical and financial reports to the TOAM by the 10<sup>th</sup> of the month.

Staff will continue to track furniture and equipment for the semi-annual property inventory updates.

Records Center guidance materials will be created or revised as required.

**1.2 Closeout of the Contract**

No activity occurred in this reporting period.

**Future Activities**

Closeout activities will be performed as described in the Transition Plan and as directed by the TOAM at the end of the performance period.

**Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding**

## **2.1 Organizing and Indexing**

Staff indexed 2,782 documents and edited 2,591 index records in the Superfund Document Management System - Centralized (SDMS-C) database.

Librarian IVs eliminated the indexing backlogs of the following sites this month:

GILA RIVER INDIAN COMMUNITY TOXAPHENE  
HICKAM AIR FORCE BASE  
HONOLULU HARBOR OIL SPILL  
IRON KING MINE – HUMBOLDT SMELTER  
K & L PLATING PEARMAN  
K & L PLATING 89<sup>TH</sup> AVE  
RICHMOND TOWNHOUSE APARTMENTS

The site assessment Librarian IV received 2.2 lft of new documents, of which .1 lft were federal facilities documents, and processed 3 new sites.

The site assessment Librarian IV shelf-read the entire site assessment collection (417 lft.).

To ensure the accuracy and consistency of database searches, a Librarian IV completed the 1<sup>st</sup> quarter quality-assurance review of new personal and organizational name authority file entries.

On December 16 staff met with grantee John Blais to explain the organization and makeup of 6 lft. of B. F. Goodrich email messages. As a result of the meeting staff has the information necessary to move ahead with the indexing of these documents.

The site assessment Librarian IV received .8 lft of Oil Facility Response Plan documents, and worked 3 hours on the collection.

### **Future Activities**

Staff will continue to organize and index Superfund files into the SDMS-C database.

## **2.2 Document Pick-up, Processing, File Management, and Storage**

18.8 lft. of documents were picked up from EPA regional offices. 11 Transfer of Records forms were processed.

4.5 lft. of documents were retrieved from the FRC.

The Holdings Database was maintained during the month, and the following holdings reports were updated:

Holdings Report, updated December 14.  
FRC Storage Report, updated December 14.  
On-Site Storage Report, updated December 14.  
Contracts On-Site Storage Report, December 11, 18 & 28.

Staff checked .8 lft. of unindexed Modesto Groundwater Contamination site documents for possible duplication with documents already in the site file.

### **Future Activities**

Staff will continue to pick up documents from EPA regional offices on a regular twice-weekly schedule.

Staff will continue to maintain the on-site file collections and to recommend inactive files for retirement to the FRC.

Staff will continue to prepare accessions for transfer to the FRC.

### **2.3 Scanning**

Scanning Department staff prepared, scanned, and quality assured 2,523 documents (91,674 pages) during December and forwarded them for retirement to the FRC.

#### **Future Activities**

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS-C system and forward them for retirement to the FRC.

### **2.4 SCAP Support and WasteLAN Data Entry**

Staff received, indexed, and logged 1 SCAP accomplishment document during December.

#### **Future Activities**

Staff will continue to receive, index and log SCAP accomplishment documents at the direction of the TOAM.

### **2.5 Financial Documentation/Cost Recovery Packaging**

Eight Financial Cost Documentation Packages were processed through the Accounting, Program, or Enforcement Final copy for the following sites:

OU	SSID	Site Name
00	Z9BJ	COSCO BUSAN OIL SPILL
00	09MN	DEL MONTE CORP. (OAHU PLANTATION)
00	09B8	HASSAYAMPA LANDFILL
00	988	INTEL CORP (SANTA CLARA 3)
01	974	J.H. BAXTER & CO
00	946	MGM BRAKES
03	958	OPERATING INDUSTRIES, INC., LANDFILL(for SSID 092T charged to SSID 0958) (2pkgs)

Staff retrieved 2 cost packages/financial documents for EPA staff during December.

The Cost Package Documentation Index was updated on December 11, 18 & 28.

#### **Future Activities**

Cost packages and cost summaries will continue to be processed as directed by the TOAM.

### **2.6 Recycling and Shredding**

At the request of EPA staff, Records Center staff recycled/shredded 8.4 lft. of documents.

#### **Future Activities**

Recycling and shredding assistance will be provided as directed by the TOAM.

**Sites worked on under Task 2 for the month of December, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name**

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 2 major efforts generally consist of large-volume indexing & scanning efforts. Sometimes these efforts are the necessary preliminary steps to producing Administrative Records. However, major indexing efforts on a single site can also represent an effort to reduce the backlog for that site.

SSID	OU	Site Name
09ZZ	N/A	A & B TRUCKING SITE #1
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
0982	01	ADVANCED MICRO DEVICES, INC.
09H1	01	ADVANCED MICRO DEVICES, INC.
0916	03	AEROJET GENERAL CORP (RANCHO CORDOVA)
09G2	00	AEROLITE CHROME
094Y	00	ALARK HARD CHROME
09QP	00	ALL METAL PROCESSING (BURBANK)
09PC	00	ALTOONA MINE
09DJ	00	AMCO CHEMICAL
09DJ	01	AMCO CHEMICAL
09GU	00	ANACONDA COPPER CO (YERINGTON)
09GU	08	ANACONDA COPPER CO (YERINGTON)
09C6	00	APACHE POWDER CO
09ZZ	N/A	ARMY NATIONAL GUARD SITE #1
09JS	00	ASARCO INC HAYDEN PLT
09JS	01	ASARCO INC HAYDEN PLT
0934	01	ATLAS ASBESTOS MINE
09E9	02	ATLAS ASBESTOS MINE
09KU	01	ATLAS ASBESTOS MINE
09PP	00	AUCLAIR DUMP SITE
<b>09JW</b>	<b>00</b>	<b>B.F. GOODRICH</b>
092Y	00	BEAN & COMPANY
0970	01	BECKMAN INSTRUMENTS (PORTERVILLE PLANT)
0961	00	BKK SANITARY LDFL
09H2	00	BROWN & BRYANT INC. (ARVIN PLANT)
09ZZ	N/A	CALIFORNIA FLOODS - 1997
09R6	00	CARSON RIVER MERCURY SITE
09GY	00	CASMALIA PHASE II
<b>093H</b>	<b>01</b>	<b>CASMALIA RESOURCES*</b>
0928	00	CELTOR CHEMICAL
09SK	00	CNMI AG CHEMICAL DISPOSAL PROJECT
09RS	00	CNMI DEQ ABANDONED PESTICIDES
0935	00	COALINGA ASBESTOS MINE
0935	01	COALINGA ASBESTOS MINE
<b>091N</b>	<b>01</b>	<b>COOPER DRUM</b>
Z9BJ	00	COSCO BUSAN OIL SPILL
09RR	00	CROWN CITY PLATING
09AJ	00	DAVIS MONTHAN AFB
0936	01	DEL AMO FACILITY
<b>0936</b>	<b>02</b>	<b>DEL AMO FACILITY</b>
0936	03	DEL AMO FACILITY
09MN	00	DEL MONTE CORP. (OAHU PLANTATION)



SSID	OU	Site Name
0933	01	DEL NORTE PESTICIDE STORAGE
<b>09HB</b>	<b>00</b>	<b>DENOVA ENVIRONMENTAL INC.*</b>
09T8	00	DYNAMIC PLATING, INC
09DF	00	ENVIROPUR/PRC
0962	01	FAIRCHILD SEMICONDUCTOR CORP (S SAN JOSE)
09SN	00	FELTON KING
0973	01	FMC CORP. (FRESNO PLANT)
09H7	01	FRESNO MUNICIPAL SANITARY LANDFILL
094R	00	FRONTIER FERTILIZER
094R	01	FRONTIER FERTILIZER
09H8	00	GBF, INC., DUMP
09H8	01	GBF, INC., DUMP
09FF	00	GILA RIVER INDIAN COMMUNITY TOXAPHENE SITE
09FF	01	GILA RIVER INDIAN COMMUNITY TOXAPHENE SITE
09RK	00	GOLDOME
09PJ	01	HALACO ENGINEERING CO
<b>09X6</b>	<b>00</b>	<b>HALACO ENGINEERING CO*</b>
09T7	00	HASA CHEM INC
09B8	00	HASSAYAMPA LANDFILL
09B8	01	HASSAYAMPA LANDFILL
09BL	00	HICKAM AIR FORCE BASE
09ZZ	N/A	HONOLULU HARBOR OIL SPILL
09ZZ	N/A	I-GO VAN & STORAGE
0920	01	INDIAN BEND WASH NORTH
0920	08	INDIAN BEND WASH NORTH
09G6	00	INDIAN BEND WASH SOUTH
09G6	03	INDIAN BEND WASH SOUTH
09G6	07	INDIAN BEND WASH SOUTH
09G9	01	INDUSTRIAL WASTE PROCESSING
09SM	00	INGOMAR AMMUNITION
0988	00	INTEL CORP (SANTA CLARA 3)
09MX	00	IRON KING MINE - HUMBOLDT SMELTER
09MX	01	IRON KING MINE - HUMBOLDT SMELTER
0917	00	IRON MOUNTAIN MINE
0917	01	IRON MOUNTAIN MINE
0974	01	J.H. BAXTER & CO
09NX	00	JAQUAYS ASBESTOS CO
09F6	00	JASCO CHEMICAL CORP
09F6	01	JASCO CHEMICAL CORP
0939	00	JIBBOOM JUNKYARD
0939	01	JIBBOOM JUNKYARD
09ZZ	N/A	JONES CHEMICALS INC TORRANCE
09EC	00	K & L PLATING - 89TH AVENUE
09EB	00	K & L PLATING - PEARMAIN ST
09FM	00	KLAU/BUENA VISTA MINE
0943	00	KOPPERS CO. INC. (OROVILLE PLANT)
093Y	00	LAVA CAP MINE
093Y	01	LAVA CAP MINE
093Y	02	LAVA CAP MINE
09GS	00	LCT ENVIRONMENTAL
09SE	00	LISTON BRICK COMPANY
0989	01	LORENTZ BARREL & DRUM CO
0989	02	LORENTZ BARREL & DRUM CO
09X8	02	LORENTZ BARREL & DRUM CO
09LW	00	LOTTA STUFF

SSID	OU	Site Name
0976	00	LOUISIANA-PACIFIC CORP
09ZZ	N/A	MASONITE MILL MESCOT FIELD SITE
<b>0941</b>	<b>00</b>	<b>MCCLELLAN AIR FORCE BASE*</b>
0941	01	MCCLELLAN AIR FORCE BASE
09QN	00	MCCLELLAN AIR FORCE BASE
09KM	00	MCCLEUR TAILINGS
0904	01	MCCOLL
091E	00	MCCORMICK & BAXTER CREOSOTING CO
091E	01	MCCORMICK & BAXTER CREOSOTING CO
09BZ	00	MCFARLAND STUDY AREA
09BZ	01	MCFARLAND STUDY AREA
09M6	01	MEW STUDY AREA
0946	00	MGM BRAKES
0987	01	MICRO STORAGE/INTEL MAGNETICS
09TG	00	MILL CREEK CYLINDERS
09EW	00	MINEREC MINING & CHEMICAL
098E	00	MISSION PLATING
<b>09J4</b>	<b>00</b>	<b>MODESTO GROUND WATER CONTAMINATION*</b>
09J4	01	MODESTO GROUND WATER CONTAMINATION
09J4	02	MODESTO GROUND WATER CONTAMINATION
09C7	01	MOFFETT NAVAL AIR STATION
0990	01	MONOLITHIC MEMORIES
0926	01	MONTROSE CHEMICAL CORP
0926	03	MONTROSE CHEMICAL CORP
0926	04	MONTROSE CHEMICAL CORP
0926	06	MONTROSE CHEMICAL CORP
09CA	00	MONTROSE CHEMICAL CORP
09CA	05	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	03	MOTOROLA, INC. (52ND STREET PLANT)
09BE	14	MOTOROLA, INC. (52ND STREET PLANT)
0915	00	MOUNTAIN VIEW MOBILE HOME ESTATES
09ZZ	N/A	NAVAJO DEPOT ACTIVITY
09RB	00	NAVAJO RADIOACTIVE STRUCTURES
09QM	00	NE CHURCHROCK QUIVIRA MINES
09J5	01	NEWMARK GROUNDWATER CONTAMINATION
09J5	02	NEWMARK GROUNDWATER CONTAMINATION
0905	01	NINETEENTH AVENUE LANDFILL
09MZ	00	NORTHEAST CHURCHROCK MINE SITE
09PM	00	NORTHEAST CHURCHROCK MINE SITE
<b>09SR</b>	<b>00</b>	<b>NORTHEAST CHURCHROCK MINE SITE</b>
09SR	01	NORTHEAST CHURCHROCK MINE SITE
<b>09BC</b>	<b>00</b>	<b>OMEGA CHEMICAL CORP</b>
09BC	01	OMEGA CHEMICAL CORP
09BC	02	OMEGA CHEMICAL CORP
0958	00	OPERATING INDUSTRIES, INC., LANDFILL
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
0958	03	OPERATING INDUSTRIES, INC., LANDFILL
09J6	01	PACIFIC COAST PIPELINES
09N5	00	PACIFIC INTERMEDIATES
09S5	00	PALOMINO VALLEY SITE
091S	01	PEARL HARBOR NAVAL COMPLEX
099K	01	PEMACO MAYWOOD
0919	06	PHOENIX-GOODYEAR AIRPORT AREA
09R8	03	PHOENIX-GOODYEAR AIRPORT AREA

SSID	OU	Site Name
09GB	00	POLAR STAR MINE
0921	01	PURITY OIL SALES INC.
0921	02	PURITY OIL SALES INC.
09X3	01	RALPH GRAY TRUCKING
09RL	00	RED VALLEY NAVAJO RADIOACTIVE STRUCTURE SITE
0998	01	RHONE-POULENC, INC./ZOECON CORP
09FV	00	RICHMOND TOWNHOUSE APARTMENTS
09LC	00	RINCONADA MINE
09SC	00	SAIPAN MAYOR'S OFFICE DRUM SITE
<b>0959</b>	<b>00</b>	<b>SAN FERNANDO VALLEY (AREA 1 &amp; ALL AREAS)*</b>
<b>0959</b>	<b>01</b>	<b>SAN FERNANDO VALLEY (AREA 1 &amp; ALL AREAS)</b>
0959	03	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
<b>09L6</b>	<b>03</b>	<b>SAN FERNANDO VALLEY (AREA 1 &amp; ALL AREAS)</b>
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	02	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	04	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09QY	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-MAZMANIAN)
09QB	01	SAN FERNANDO VALLEY (AREA 2, GLENDALE CHROMIUM)
09QB	04	SAN FERNANDO VALLEY (AREA 2, GLENDALE CHROMIUM)
09N2	01	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	04	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09RA	01	SAN FERNANDO VALLEY (AREA 2, LIBRASCOPE)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
097B	01	SAN GABRIEL VALLEY (AREAS 1-4)
097B	08	SAN GABRIEL VALLEY (AREAS 1-4)
<b>098V</b>	<b>00</b>	<b>SAN GABRIEL VALLEY (AREAS 1-4)</b>
098V	04	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	00	SAN GABRIEL VALLEY (AREAS 1-4)
<b>09ES</b>	<b>01</b>	<b>SAN GABRIEL VALLEY (AREAS 1-4)</b>
09M4	02	SAN GABRIEL VALLEY (AREAS 1-4)
09M4	04	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
09PB	01	SAN GABRIEL VALLEY (AREAS 1-4)
09ZZ	N/A	SAN LUCY FARM AIRSTRIP
09ZZ	N/A	SEAL BEACH NAVAL WEAPONS STA
0944	00	SELMA TREATING CO
0944	01	SELMA TREATING CO
09LN	00	SHELDON MINE
09SY	00	SKYLINE AUM WASTE PILE SITE
09ZZ	N/A	SMITH & THOMPSON PUMPING COMPANY (STPC)
09ZZ	N/A	SMITH TOOL CO DIV OF SMITH INTL INC
09J8	01	SOLA OPTICAL USA, INC
0942	02	SOUTH BAY ASBESTOS
0964	01	SOUTH BAY BASIN
09K1	01	SPECTRA PHYSICS
09ZZ	N/A	STAUFFER CHEM CO ICD
09X7	00	STORE FOR LESS
0901	01	STRINGFELLOW
09K2	00	SULPHUR BANK MERCURY MINE
09K2	01	SULPHUR BANK MERCURY MINE
0995	01	TELEDYNE SEMICONDUCTOR
09ZZ	N/A	TEXTURED COATINGS OF AMERICA
09P3	01	TREASURE ISLAND NAVAL STATION- HUN PT AN
09K4	01	TRW MICROWAVE
09RF	00	TUBA CITY ABANDONED LDFL

SSID	OU	Site Name
09ZZ	N/A	TUBA CITY OIL SPILL
09RP	00	TUJUNGA WELLFIELD SITE DISCOVERY
09ZZ	N/A	UIC ARMY NATIONAL GUARD
09R3	00	UNITED HECKATHORN CO
09R3	01	UNITED HECKATHORN CO
09C1	01	WASTE DISPOSAL, INC.
09D1	00	WATKINS JOHNSON CO (STEWART DIVISION)
09SU	00	WEST OAKLAND LEAD REMOVAL
09R4	00	WESTERN PACIFIC RAILROAD CO.
09R4	01	WESTERN PACIFIC RAILROAD CO.
0997	00	WESTINGHOUSE ELECTRIC CORP. (SUNNYVALE)
0997	01	WESTINGHOUSE ELECTRIC CORP. (SUNNYVALE)
09Q1	01	WILLIAMS AIR FORCE BASE
09QC	00	YOSEMITE CREEK SEDIMENT
09K6	00	YUMA MARINE CORPS AIR STATION

### **Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production**

#### **3.1 Reference, Search, and Circulation Service**

Staff processed 55 requests for documents, performed 551 database searches in SDMS-C, and provided 2,560 documents for EPA staff and other requesters.

Thirty-one indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on December 2 and December 1, respectively.

##### **Future Activities**

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and to generate site file indices from the SDMS-C database.

#### **3.2 Freedom of Information Act (FOIA)**

Staff provided support for 3 FOIA requests totaling 3.5 billable hours.

##### **Future Activities**

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and providing information in hard copy or electronic form.

#### **3.3 Photocopy and Redaction Service**

Staff photocopied 1,156 non-FOIA-related pages for EPA and other requesters. In addition, staff printed 2 pages from SDMS-C.

### **Future Activities**

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

### **3.4 CD-ROM Service**

Staff fulfilled 16 requests for documents on CD-ROMs. 120,965 pages were copied to CDs.

### **Future Activities**

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

### **3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters**

Staff scanned, entered into SDMS-C, copied to CD-ROM, and mailed to EPA Headquarters the RODs, ESDs, and/or ROD Amendments for the following sites:

Edwards Air Force Base  
McClellan Air Force Base  
Montrose Chemical Corp.  
San Fernando Valley (Area 1)

### **Future Activities**

Staff will continue to submit RODs, ESDs, and ROD Amendments to EPA Headquarters on a quarterly basis.

### **Sites worked on under Task 3 for the month of December, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name**

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 3 major efforts generally consist of: large-volume CD-ROM publishing or copying efforts; conducting searches and compiling special collections for large reference requests; redacting documents for Administrative Records or other purposes.

SSID	OU	Site Name
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
0916	01	AEROJET GENERAL CORP (RANCHO CORDOVA)
09DJ	00	AMCO CHEMICAL
09C6	01	APACHE POWDER CO
0934	01	ATLAS ASBESTOS MINE
09JW	00	B.F. GOODRICH
09ZZ	N/A	CAPITAL AREA DEVELOPMENT SITES (BROWNFIELDS)
091N	00	COOPER DRUM
091N	01	COOPER DRUM
09H5	01	CTS PRINTEX, INC.
09AG	01	DEL MONTE CORP. (OAHU PLANTATION)
09H8	01	GBF, INC., DUMP
09X6	00	HALACO ENGINEERING CO
09B8	01	HASSAYAMPA LANDFILL

SSID	OU	Site Name
0988	00	INTEL CORP (SANTA CLARA 3)
0988	01	INTEL CORP (SANTA CLARA 3)
093Y	01	LAVA CAP MINE
0989	00	LORENTZ BARREL & DRUM CO
09ZZ	N/A	MASONITE MILL MESCOT FIELD SITE
0965	01	MATHER AIR FORCE BASE
09C7	00	MOFFETT NAVAL AIR STATION
09C7	01	MOFFETT NAVAL AIR STATION
09RB	00	NAVAJO RADIOACTIVE STRUCTURES
09QM	00	NE CHURCHROCK QUIVIRA MINES
0905	01	NINETEENTH AVENUE LANDFILL
09MZ	00	NORTHEAST CHURCHROCK MINE SITE
09BC	01	OMEGA CHEMICAL CORP
0958	00	OPERATING INDUSTRIES, INC., LANDFILL
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
099K	01	PEMACO MAYWOOD
09ZZ	N/A	RARE METALS CORP
09RL	00	RED VALLEY NAVAJO RADIOACTIVE STRUCTURE SITE
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09L6	03	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	02	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	04	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09QY	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-MAZMANIAN)
09N2	01	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	03	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09M4	01	SAN GABRIEL VALLEY (AREAS 1-4)
0944	01	SELMA TREATING CO
0964	01	SOUTH BAY BASIN
0901	01	STRINGFELLOW
09ZZ	N/A	SUNRISE MOUNTAIN LANDFILL
09RQ	00	TEEC NOS POS NAVAJO RADIOACTIVE STRUCTURES
09P3	00	TREASURE ISLAND NAVAL STATION- HUN PT AN
09P3	01	TREASURE ISLAND NAVAL STATION- HUN PT AN
09RF	00	TUBA CITY ABANDONED LDFL
09L9	01	TUCSON AFP 44
096Y	01	TUCSON WEST CAP
09D1	01	WATKINS JOHNSON CO (STEWART DIVISION)

#### **Task 4: Administrative Records (ARs) and Special Collections Management**

##### **4.1 Administrative Records**

The following ARs were compiled, copied, and sent to repositories in December:  
 San Fernando Valley (Area 2) Glendale Chromium OU, Drilube-Wilson Lien Filing &  
 Foreclosure AR, sent December 11  
 Halaco Engineering Company Non-Time-Critical Removal AR, sent December 29  
 Teec Nos Pos Navajo Radioactive Structures 12-Month Exemption Removal AR, sent  
 December 29

The RMS IV/Assistant Manager called the Oakland Public Library West Oakland Branch for information, and updated the Repositories database on December 22.

On December 22 staff met with the TOAM, RPM Rose Marie Caraway and Office of Regional Counsel (ORC) attorney Nicholas Vidargas to conduct the kick-off meeting for

the AMCO Chemical Lien Filing Report. Indexing requirements and scheduling issues were resolved so that work on this project could begin.

#### **Future Activities**

ARs will be compiled, copied, and sent to repositories at the direction of the TOAM. Information in the AR Repository database will be updated as necessary.

#### **4.2 Work-Performed Compilations**

Six work-performed compilations were created or updated during December for the following sites:

OU	SSID	Site Name
00	09DJ	AMCO CHEMICAL
01	091N	COOPER DRUM
01	094R	FRONTIER FERTILIZER (2 w-ps)
01	09J4	MODESTO GROUND WATER CONTAMINATION
03	0958	OPERATING INDUSTRIES, INC., LANDFILL(for SSID 092T charged to SSID 0958)

#### **Future Activities**

Staff will continue to compile work-performed compilations as directed by the TOAM.

#### **4.3 Electronic Media and Microfilm Management**

Staff produced copies of special collections in the following electronic formats this month:  
CD-ROM format: 9 collections  
Electronic files attached to E-mails: 57 collections

#### **Future Activities**

Staff will produce special collections in electronic formats as directed by the TOAM.

Microfilm will be sent for quality-assurance testing and long-term storage as needed.

#### **Sites worked on under Task 4 for the month of December, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name**

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 4 major efforts generally consist of: Project management tasks in support of Administrative Records & production of work-performed compilations.

SSID	OU	Site Name
09DJ	00	AMCO CHEMICAL
09DJ	01	AMCO CHEMICAL
09JW	01	B.F. GOODRICH
091N	00	COOPER DRUM
091N	01	COOPER DRUM
094R	01	FRONTIER FERTILIZER
09PJ	00	HALACO ENGINEERING CO

SSID	OU	Site Name
09X6	00	HALACO ENGINEERING CO
09TG	00	MILL CREEK CYLINDERS
09J4	01	MODESTO GROUND WATER CONTAMINATION
0958	03	OPERATING INDUSTRIES, INC., LANDFILL
09QY	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-MAZMANIAN)
09RQ	00	TEEC NOS POS NAVAJO RADIOACTIVE STRUCTURES
09C1	01	WASTE DISPOSAL, INC.

#### **Task 5: Manage the Day-to-Day Operations of the Superfund Records Center**

The following staff meetings were held during the month:  
The PM held an all-hands staff meeting on December 22.  
The PM held a Managers/Supervisors meeting on December 9.  
The PM held a Scanning Department meeting on December 8.  
The RMS IV/Assistant Manager held meetings with special projects staff on December 7.  
The RMS IV/Circulation Department Supervisor held a departmental meeting on December 15.  
The RMS IV/Computer Support Department Supervisor held a departmental meeting on December 16.

An RMS V met with EPA Information Security Officer Al Belbahri regarding security procedures in the Record Center. Al suggested installing a key pad lock instead of distributing physical keys to staff. He took the issue to the proper EPA personnel December 10.

The PM purchased supplies and/or equipment during December as necessary.

#### **Future Activities**

The PM and department heads will continue to conduct regular staff meetings.

The PM will continue to manage the day-to-day operations of the Superfund Records Center and to purchase supplies and equipment in a timely manner.

#### **Task 6: Training and Orientation**

At the request of the TOAM, a Librarian IV gave SDMS-C training to Environmental Protection Specialist Jennifer Blonn on November 30. The Librarian IV also gave Ms. Blonn a copy of the *SDMS Quick Reference Guide*.

At the request of the TOAM, on December 1, a RMS V gave Leslie Owyang-Chin and Kathy Kawakami a tour of the Records Center and explained the services provided. The RMS V also provided them with copies of the indexing route slip, telephone numbers bookmark, and the orientation and *Express Link* highlights handouts.

#### **Future Activities**

Staff will continue to provide training, orientation, and tours to EPA staff, contractors, and others as directed by the TOAM.

#### **Task 7: Online Operations and Internet Support**

On December 9, backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage at EPA's Richmond Labs.



An RMS IV/IS III coordinated with Dan Brown with the skewing issues related to Ascent Capture. We completed a Sametime session and created a new Batch profile to be used by the scanners December 27. Work still underway to resolve issue.

An RMS IV/IS III coordinated with Jeff Tackett regarding Records Center server maintenance activities December 17.

#### **Future Activities**

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

#### **Task 8: Attend Meetings and Teleconferences**

No meetings or teleconferences were attended in December.

#### **Future Activities**

Staff will attend a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting in January.

#### **Task 9: Assist Region 9 with Implementing the EPA's Enterprise Content Management System, ECMS**

##### **9.7 Attend ECMS Meetings & Teleconferences**

On December 3 staff attended regular ECMS technical teleconference.

## **II. DIFFICULTIES ENCOUNTERED**

No difficulties were encountered this reporting period.

## **III. PERSONNEL ACTION**

A Librarian IV submitted her resignation on December 28. Recruitment to fill this position has begun.

## **IV. SUMMARY OF TECHNICAL DIRECTION**

Staff received technical direction for 33 new projects via *Express Link* Work Request Forms. In addition, staff received from the TOAM 7 requests for information or support via other means.

## V. STATISTICS

### New File Footage

New Files Received	Footage	Year to Date
2,160	31.4 lft.	92.2 lft.

### Inventories

Records Surveyed	Year to Date
39.1 lft.	87.7 lft.

### Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
0 lft.	0 lft.	0 lft.	486.3 lft.

### Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
37	1	0	0	7	0	0	11	56

## **VI. MAJOR PROJECT NARRATIVE DESCRIPTIONS**

Below are descriptions of major projects for which we expended 80 person-hours or more during the month.

### **SSID 093H, OU 01, CASMALIA RESOURCES**

One Librarian IV/Records Librarian performed indexing (299 documents, 1.0 linear feet) and one RMS II/Scanning Specialist performed scanning (1,020 pages) in order to complete two e-doc requests (E111209-072839 and E111222-120525) and to reduce the backlog of indexing for this site. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 110.1 hours were expended on this effort during the month.

### **SSID 09HB, OU 00, DENOVA ENVIRONMENTAL INC.**

One Librarian IV/Records Librarian performed indexing (421 documents, 1.13 linear feet) and two RMS II/Scanning Specialists performed scanning (2,478 pages) in order to complete an indexing request for this site (work request # 90213-1710 submitted by E. Chan). Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 110.4 hours were expended on this effort during the month.

### **SSID 09X6, OU 00, HALACO ENGINEERING CO**

One Librarian IV/Records Librarian performed indexing (124 documents, 7.99 linear feet) and three RMS II/Scanning Specialists performed scanning (30,443 pages) for AR compilation (work request #110826-1616 submitted by E. Chan). Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 138.2 hours were expended on this effort during the month.

### **SSID 0941, OU 00, MCCLELLAN AIR FORCE BASE**

One Librarian IV/Records Librarian performed indexing (263 documents, 11.65 linear feet) in order to reduce the backlog of indexing for this site. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing was completed. A total of 186.3 hours were expended on this effort during the month.

### **SSID 09J4, OU 00, MODESTO GROUND WATER CONTAMINATION**

One Librarian IV/Records Librarian performed indexing (276 documents, 1.46 linear feet) and one RMS II/Scanning Specialists performed scanning (1,614 pages) for work request #111120-1252 submitted by E. Chan. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 117.7 hours were expended on this effort during the month.

### **SSID 0959, OU 00, SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)**

One Librarian IV/Records Librarian performed indexing (19 documents, 0.4 linear feet) and three RMS II/Scanning Specialists performed scanning (118 documents) for a Lien file/AR compilation (work request #111207-1423 submitted by T. Butler). Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 129.4 hours were expended on this effort during the month.

## **VII. COMPARISON OF WORK ACCOMPLISHED TO THE STATEMENT OF WORK**

### **Task 1: Project Management**

#### **1.1 Manage the Contract**

The monthly report was submitted to the TOAM on 12/07/09.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment Report were submitted to the TOAM on 12/15/09.

The Records Center Performance Measurement Reports were submitted to the TOAM on 12/07/09.

The CBI Circulation/Disclosure Reports were generated and submitted to the TOAM on 12/02/09.

The PM and RMS IV/Assistant Manager met with the TOAM on 11/19/09 to review the monthly reports and to verify the status of the Contract.

The *Records Center Scanning Department Procedures Manual* was completed on December 10.

#### **1.2 Close-Out of the Contract**

No activity has occurred under this subtask to date.

### **Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage and Recycling/Shredding**

#### **2.1 Organizing and Indexing**

7,542 documents have been indexed and quality assured in SDMS-C as of 12/31/09.

#### **2.2 Document Pick-up, Processing, File Management, and Storage**

73.7 lft. of documents have been collected from 75 Hawthorne for indexing or retiring to the FRC as of 12/31/09.

21.5 lft. of records have been retrieved from the FRC in response to EPA requests as of 12/31/09.

486.3 lft. of records have been organized and sent to the FRC as of 12/31/09.

The Holdings Report, FRC Storage Report, and On-Site Storage Report were updated on 12/14/09.

#### **2.3 Scanning**

6,870 documents (225,711 images) have been scanned into SDMS-C as of 12/31/09.

#### **2.4 SCAP Support and WasteLAN Data Entry**

Staff received, indexed, and logged 13 SCAP accomplishment documents as of 12/31/09.

## **2.5 Financial Documentation/Cost Recovery Packaging**

54 Financial Cost Documentation Packages have been processed as of 12/31/09.

## **2.6 Recycling and Shredding**

38 lft. of documents have been recycled/shredded as of 12/31/09.

## **Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production**

### **3.1 Reference, Search, and Circulation Service**

203 documents have been provided to EPA staff or the public as of 12/31/09.

100 site file indices/databases have been generated in response to EPA requests as of 12/31/09.

### **3.2 Freedom of Information Act (FOIA)**

As of 12/31/09, circulation staff has provided support for 6 FOIA requests. Billing data for 14.3 hours have been submitted to EPA.

### **3.3 Photocopy and Redaction Service**

Staff copied on-site a total of 3,859 non-FOIA-related pages for EPA and other requesters and sent approximately 0 pages off-site to a copy service.

2 site file documents have been redacted for release as of 12/31/09.

### **3.4 CD-ROM Service**

67 CD-ROMs or CD-ROM sets containing 463,727 images have been produced and supplied to EPA staff or the public as of 12/31/09.

### **3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters**

4 RODs, ESDs, or ROD Amendments have been sent to EPA Headquarters as of 12/31/09.

## **Task 4: Administrative Records (ARs) and Special Collections Management**

### **4.1 Administrative Records**

11 Administrative Records (including supplements), deletion dockets, and special collections have been compiled as of 12/31/09.

The Oakland Public Library West Oakland Branch was called for information on 12/22/09 and the Repositories database was updated on 12/22/09.

### **4.2 Work-Performed Compilations**

14 work-performed compilations have been completed as of 12/31/09.

### **4.3 Electronic Media and Microfilm Management**

209 copies of special collections were produced in electronic format as of 12/31/09.

**Task 5: Manage the Day-To-Day Operations of the Superfund Records Center**

Operation and maintenance of the Records Center continued as of 12/31/09.

All-hands staff meetings and departmental staff meetings continued to be held on a monthly basis through 12/31/09.

Equipment/supplies were purchased on 12/22/09.

**Task 6: Training and Orientation**

Environmental Protection Specialist Jennifer Blonn was provided SDMS-C training on 11/30/09.

RPMs Leslie Owyang-Chin and Kathy Kawakami received training/orientation to the Records Center on 12/01/09.

A tour of the Records Center for visitors was completed on 12/01/09.

**Task 7: Online Operations and Internet Support**

Backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage on 12/09/09.

Assistance with technical problems was provided to EPA staff person Al Belbahri on 11/24/09.

Staff posted indices, introductions, and lists of acronyms for Region 9 ARs on the Internet on 11/24/09.

**Task 8: Attend Meetings and Teleconferences**

Staff attended national Superfund Records Manager/SDMS-C Workgroup teleconference meetings on 10/15 and 11/19/09.

Staff attended a demonstration of Extender on 12/03/09.

**Task 9: Assist Region 9 with Implementing the EPA's Enterprise Content Management System, ECMS****9.1 Assist with Training End Users**

At the request of the TOAM, a Librarian IV gave 2 introductory ECMS presentations to EPA staff as of 12/31/09.

**9.3 Assist with Maintaining the Organizational Chart Information in the ECMS System**

At the request of the TOAM, a Librarian IV spent 2.5 hours maintaining Organization Chart information in the ECMS system as of 12/31/09.

**9.7 Attend ECMS Meetings & Teleconferences**

On December 3 staff attended a national ECMS teleconference to view a demonstration of ECMS Extender.